

Request for Service Refund Eligibility Reconsideration

Date: [Insert Date]

To: [Recipient's Name]

[Company's Name]

[Company's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a reconsideration of the decision regarding my eligibility for a refund associated with [specific service/product name] that I purchased on [purchase date].

Despite the initial denial, I believe there are valid circumstances that warrant a review of my situation. [Briefly explain the reasons for your refund request and any relevant details, such as service issues or product defects.]

I kindly ask you to review my case again considering [any supporting documents or evidence you have]. Attached to this letter are copies of correspondence and [relevant documents] that support my claim.

I appreciate your attention to this matter and look forward to your prompt response. Thank you for your understanding.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]